

JOB OPENING

LAGRANGE COUNTY BUILDING DEPARTMENT

Administrative Assistant

LaGrange County is accepting applications for an Administrative Assistant in the Building Department. The Administrative Assistant is for providing clerical support to the department and assist the public.

Qualifications: High School Diploma or equivalent is required. Must be organized and detail oriented, self-starter who is able to work unsupervised, successful office experience and customer service is a must.

Position is hourly, non-exempt status. Hourly rate is up to \$21.50 depending on experience. Benefits include health, vision, dental, and life insurance, retirement plan, paid time off, and employee assistance plan.

For a full job description and wage/benefits information, interested candidates should email Jenny Landez, H. R. Director, at jlandez@lagrangepublicworks.org.

[Click here to easily apply online](#) or scan the QR code.

LaGrange County is an EOE.

